DOCUMENT RESUME

ED 170 287 SP 014 249

TITLE Guidelines for Approved In-Service Credit.
INSTITUTION Pennsylvania State Dept. of Education, Harrisburg. Bureau of Educational Administration and Management Support Services.
PUB DATE 78
NOTE 15p.

EDRS PRICE MF01/PC01 Plus Postage.
DESCRIPTORS *Credits; *Governing Boards; *Guidelines; Inservice Courses; *Inservice Programs; *Inservice Teacher Education; Staff Improvement; State Departments of Education; *State Standards

ABSTRACT

The Pennsylvania state guidelines for approving and granting inservice credit to teachers in local inservice programs is outlined. Information is provided on (1) the authority by which the state approval process operates; (2) the establishment and operation of local inservice councils; (3) the organization and administration of inservice programs; and (4) the structure of proposed inservice courses. Examples of application forms and faculty data sheets are also included. (DS)

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GUIDELINES FOR APPROVED IN-SERVICE CREDIT

SP 014 209

Office of In-Service Education
Bureau of Educational Administration and Management Support Services
Pennsylvania Department of Education
1978

Commonwealth of Pennsylvania
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Department of Education
Robert G. Scanlon, *Secretary*

Office of Basic Education
Frank S. Manchester, *Commissioner*

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Pennsylvania Department of Education
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GUIDELINES FOR APPROVED IN-SERVICE CREDIT

Introduction

In-service education in Pennsylvania is a planned, competency-based, on-going, alternative program whereby professional educators can renew initial certification, obtain permanent certification, attain a Master's Degree Equivalency Certificate or simply improve skills.

To administer the program at the state level, an In-service Unit has been established in the Bureau of Curriculum Services. Six professionals serving as regional in-service coordinators work with local in-service councils throughout the Commonwealth. Another professional serves as the unit administrator.

The membership of each local in-service council includes teachers, administrators, board member(s), students, intermediate unit member(s), higher education representatives and community representative(s). It is the duty of each council to assess needs to design and solicit course proposals and to forward approved proposals to the Pennsylvania Department of Education for in-service credit. In addition, the council is responsible for evaluating courses.

I. Definition

In-service courses for credit are planned experiences, activities and studies to increase professional educators' knowledge and improve their skills. Such courses must be based on documented needs, clear statements of competencies to be developed and the means to evaluate the attainment of these competencies.

II. Authority

Sections 1142 (c) and 1144.1 of the Public School Code of 1949 (amended) provide for the additional compensation of professional staff who hold the equivalent of an academic degree.

Section 49.67, Ch. 49, Title 22 - Education, Pennsylvania Code governs the issuance of the Master's Degree Equivalency Certificate.

Sections 49.82 (b), 49.83 (b), 49.102 (b) and 49.103 (b); Ch. 49 Title 22 - Education, Pennsylvania Code provide that Pennsylvania Department of Education-approved in-service courses may be used for meeting the educational requirements for the renewal of Level I (provisional) and the awarding of Level II (permanent) certificates.

The Secretary of Education (pursuant to authority delegated by Sections 49.13 (3) (4) (6), Ch. 49, Title 22 - Education, Pennsylvania Code has designated that:

A. The In-service Unit, Bureau of Curriculum Services, Pennsylvania Department of Education, shall be responsible for:

1. Approval of in-service courses for credit and the notification to in-service council coordinators of such approval.

2. Determination of criteria used for the granting of in-service credit for certification purposes.

3. Maintenance of records of courses approved and conducted and of the names of the qualifying participants.

B. The Bureau of Teacher Certification, Pennsylvania Department of Education, shall recognize (1) letters of in-service credit issued by in-service councils for courses approved by the In-service Unit, Bureau of Curriculum Services, and (2) transcripts of post-baccalaureate college credit applicable to part or all of the educational requirements for:

1. Renewal of Level I Instructional or Level I Educational Specialist Certificate.

2. Issuance of Level II Instructional or Level II Educational Specialist Certificate.

3. Issuance of the Master's Degree Equivalency Certificate.

III. Establishment and Operation of In-service Councils

Any course for which in-service credit is sought must be sponsored and approved by an in-service council and approved by the In-service Unit, Bureau of Curriculum Services, Department of Education. The following criteria, conditions and procedures shall apply to said councils:

A. Organization of an In-service Council

1. Requests for the establishment of an in-service council must be submitted in writing to the In-service Unit, Bureau of Curriculum Services, Department of Education, by a school district, intermediate unit or a combination thereof. School districts are encouraged to affiliate with an intermediate unit council.

2. The selection of an in-service council coordinator shall be the responsibility of the executive director of the intermediate unit or the superintendent of the school district, whichever is applicable. The establishment of the council initially shall be the responsibility of the in-service coordinator.

B. Membership of the In-service Council

1. Membership of the council shall be so constituted as to have a fair balance as to age, sex, race, ethnic origins and elementary and secondary branches of basic education.

B. 2. The following shall be appointed to the in-service councils:

a. teachers*
b. administrators
c. school board members
d. intermediate unit staff
e. institutions of higher education
f. students
g. community representatives

* Since most in-service courses are designed for teachers, no one category of membership of the in-service council shall exceed in number the teacher members of the council.

3. The numbers of members to represent each category shall be determined locally. Council members selected to represent a particular group, such as a teachers' organization or a school board, shall be nominated by that group. Once the Council is established, matters pertaining to maintenance of membership shall be spelled out in the required by-laws.

4. Disputes about the appropriate makeup of the membership of the council shall be resolved through local council action.

5. No later than January 15 of each year, the in-service council coordinator shall forward the current, updated list of council members to the In-service Unit, Bureau of Curriculum Services, Department of Education.

C. Responsibilities of In-service Councils

1. Councils shall adopt in writing local by-laws which shall be filed with the Department of Education no later than one year from the effective date of these guidelines. New councils shall adopt by-laws within one year of the PDE approval of the council.

2. Councils shall conduct an ongoing needs assessment of students, teachers and the community. Special attention shall be given to the professional development of individual teachers.

3. Councils shall design, solicit or receive in-service course proposals to meet the needs identified in Number 2 above.

4. Councils shall approve worthy in-service course proposals and submit them to the In-service Unit, Bureau of Curriculum Services, Department of Education.

5. Councils shall evaluate in-service courses.

6. Councils shall maintain appropriate local records.

7. Councils shall maintain liaison with their regional in-service coordinator.

IV. Organization and Administration

A. The following agencies may design, develop or instruct in-service courses: school district, intermediate unit, professional organization, college or university, consultant, teacher group, governmental agency or consortium. Out-of-state corporations (foreign corporations) desiring to conduct approved PDE in-service courses for credit should contact the Corporation Bureau, Department of State, North Office Building, Harrisburg, Pa. 17120 for a certificate of authority needed to operate in Pennsylvania. This is in accordance with Pennsylvania's nonprofit and business corporation laws. A copy of the Corporation Bureau's response must accompany the proposed course.

B. In-service courses must be sponsored by a PDE-approved in-service council. A cosponsor may include an individual, an educational institution, a public agency or a private agency. All publicity about an approved in-service course must specify the involvement of the sponsoring in-service council.

C. In-service councils of school districts are encouraged to work cooperatively with their appropriate intermediate units in assessing needs and designing and conducting courses.

D. Intermediate unit offices are encouraged to disseminate information to member districts regarding regional in-service offerings.

E. Reciprocity--Any in-service council may offer an approved in-service course in the area of another council if it first obtains prior written approval of the other council. A copy of this letter must then be forwarded to the PDE In-service Unit before the course begins.

F. The procedures for course submission are:

1. Approval of the course by the in-service council.

2. Two copies of the proposal shall be submitted by the in-service council to the In-service Unit, Bureau of Curriculum Services, Department of Education, at least 30 days prior to the planned starting date of the course.

3. When a course is proposed by any agency other than an intermediate unit, one copy of the proposal shall be submitted, as an information item, to the appropriate intermediate unit.

4. When a local council cancels or postpones an approved course, it shall notify, in writing, the In-service Unit, Bureau of Curriculum Services, Department of Education.

G. The following forms (attached) must be completed and submitted to the In-service Unit, Bureau of Curriculum Services, Department of Education, before courses are approved for in-service credit.

1. Application

2. Description of course

3. Faculty data sheet for instructional staff

H. Notice of approval or disapproval of the course and the number of in-service credits shall be forwarded by the In-service Unit, Bureau of Curriculum Services, Department of Education, to the local in-service council coordinator. No approval will be granted after a course has begun.

I. A PDE-approved in-service course may be repeated by the originating council any number of times in its service area within one year of the initial PDE approval date. The only PDE approval required for repeat courses is a new cover page, along with faculty data sheet(s) if different instructors are involved. Send this information to the PDE In-service Unit prior to the start of the course. If after one year from the original PDE approval date the council wishes to repeat the offering, a complete course proposal must be resubmitted with an evaluation.

J. A Record of In-service Education completed form shall be submitted by the in-service council coordinator to the In-service Unit, Bureau of Curriculum Services, within 30 days of the conclusion of the approved course.

K. The Department of Education reserves the right to evaluate any course, to require submission of evaluation data and to conduct sufficient onsite evaluations to assure a high quality of in-service courses.

L. In-service course credits shall be determined by one of the following methods:

1. Demonstration of satisfactory attainment of the stated competencies specified in the course proposal.

2. Clock hours (15 clock hours = 1 credit)--Any approved modules or fractions of credit must total whole credits when they are submitted to the PDE.

M. The PDE In-service Policy Committee will:

1. Serve as a review and advisory committee on policy and guidelines.

2. Constitute an appeal board for PDE-approved in-service councils.

N. Requests for information concerning in-service education for credit should be directed to:

In-service Unit
Bureau of Curriculum Services
Pennsylvania Department of Education
Box 911
Harrisburg, Pa. 17126
Telephone: (717) 783-1830

V. Description of Proposed In-service Course

Following the outline suggested below, write a description of the course you propose to offer. Submit two copies, plus the application and the faculty data sheet, to the In-service Unit, Bureau of Curriculum Services, Department of Education, at least 30 days prior to the planned start of the course:

A. Title of course.

B. Brief description, including the nature and the purpose of the course.

C. Statement of need. How was this determined? How were teachers involved?

D. List of competencies to be developed.

E. Describe the means of developing these competencies (teaching strategies to be employed, materials, etc.).

F. Describe the method and the criteria used in an evaluation of the competency achieved by the participants.

G. Who will have administrative responsibility for the course?

H. Describe the provisions for follow-up, if any.

I. What resources are available for this course: space, equipment, materials, other?

J. What are the plans for participants' evaluation of the course?

K. For whom is the course designed? What are the enrollment limits, if any?

L. Have you made an agreement with an institution of higher education to grant college credit? If so, name the college or university, give the number of credits, identify the college contact person and attach a copy of the letter of agreement.

AREA IN-SERVICE COUNCIL
111 American Ave.
Anywhere, Pennsylvania 00000

October 19, 1975

Ms. Jane Doe (189-14-6111)
2 North Main St.
Anytown, PA 99999

Dear Ms. Doe:

This is to certify that on October 12, 1975 you have completed satisfactorily an in-service course entitled, "Teaching of Modern Mathematics in the Elementary School," previously approved by the Pennsylvania Department of Education on August 6, 1975. In recognition of your effort and on the basis of 30 clock hours of participation, you have been awarded two in-service credits.

When you make application for renewal of your Level I Certificate, issuance of your Level II Certificate or issuance of a Master's Degree Equivalency Certificate, mail a copy of this letter and all similar letters and applicable college-course transcripts with form DEHE 280 to:

Director
Bureau of Teacher Certification
Pennsylvania Department of Education
Box 911
Harrisburg, PA 17126

Sincerely,

John Q. Henry
In-service Council Coordinator

Affix Official Seal or Notarize

JGH:pmm

(TWO COPIES OF A SIMILAR LETTER MUST BE PRESENTED TO EACH PARTICIPANT AT THE END OF THE IN-SERVICE COURSE.)

COMMONWEALTH OF PENNSYLVANIA - DEPARTMENT OF EDUCATION

APPLICATION FOR STATE APPROVAL OF IN-SERVICE CREDIT

PDE NUMBER

DEBE-1880 (4/75)

INSTRUCTIONS: Complete three copies of this form. Submit two signed copies to the Department of Education, Bureau of Curriculum Services, In-Service Unit, Box 911, Harrisburg, Pa. 17126 **ATTENTION:** Mr. Thomas N. McCreary. Submit one signed copy to Intermediate Unit Office, One copy of this cover page will be returned to the In-Service Council Coordinator to indicate approval by the Pa. Depts of Education. Any PDE recommendations will appear below.

IF APPLYING TO REPEAT A COURSE, INDICATE THE FOLLOWING:

PDE COURSE NUMBER

ORIGINAL APPROVAL DATE

TYPE NAME OF COORDINATOR AND COUNCIL ADDRESS IN THE SPACE ABOVE

COURSE TITLE

CLOCK HOURS

INSTRUCTOR(S)

SCHEDULE (INTENDED DATES AND HOURS)

SITE OF COURSE

SCHOOL DISTRICT SPONSORING COURSE (IF APPLICABLE)

INTERMEDIATE UNIT NO.

PERSON ADMINISTERING COURSE FOR DISTRICT

AREA CODE AND TELEPHONE NUMBER

DATE APPROVED BY IN-SERVICE COUNCIL

DATE SUBMITTED TO PDE

IN-SERVICE COUNCIL COORDINATOR'S SIGNATURE

PDE IN-SERVICE UNIT USE ONLY

APPROVAL SIGNATURE

APPROVAL DATE

NUMBER OF CREDITS

RECOMMENDATIONS

COMMONWEALTH OF PENNSYLVANIA - DEPARTMENT OF EDUCATION

FACULTY DATA SHEET

DEBE-1882 (3/78)

INSTRUCTIONS: Complete a separate data sheet for each instructor and resource person who participates in more than 20% of the class hours. Return completed forms to the Department of Education, Bureau of Curriculum Services, In-Service Unit, Box 911, Harrisburg, Pa. 17126 **ATTENTION**: Mr. Thomas N. McCreary. **NOTE**: **Non-degree persons may be used as resource instructors in special circumstances.**

NAME	PROFESSIONAL TITLE

FULL TIME EMPLOYER

ADDRESS (STREET, CITY, STATE)	ZIP CODE	AREA CODE AND TELEPHONE NUMBER

PART TIME EMPLOYER

DEGREE	DATE RECEIVED	INSTITUTION	FIELD OF STUDY
☐ BACHELOR'S			
☐ MASTER'S			
☐ DOCTORAL			
☐ OTHER DEGREES, CERTIFICATES OR LICENSES (SPECIFY)			

TEACHING EXPERIENCE (Years at each level, including current position):

HIGHER EDUCATION	SECONDARY EDUCATION	ELEMENTARY EDUCATION

COLLEGES AND YEARS WHERE INSTRUCTOR HAS TAUGHT

SCHOOLS AND YEARS WHERE INSTRUCTOR HAS TAUGHT

RECENT EXPERIENCES RELATED TO THIS COURSE PROPOSAL

TITLE OF THIS IN-SERVICE COURSE PROPOSAL

SIGNATURE	DATE

COMMONWEALTH OF PENNSYLVANIA - DEPARTMENT OF EDUCATION

RECORD OF IN-SERVICE EDUCATION COMPLETED

DEDE-1581 3/78)

INSTRUCTIONS: Complete two copies and return to the Department of Education, Bureau of Curriculum Services, In-Service Unit, Box 911, Harrisburg, Pa. 17126 **ATTENTION:** Mr. Thomas N. McCreary.

NAME OF IN-SERVICE COUNCIL SPONSORING APPROVED IN-SERVICE COURSE

ADDRESS (STREET, CITY, STATE) ZIP CODE

TITLE OF APPROVED IN-SERVICE COURSE THAT WAS COMPLETED	COURSE NO.	DATE OF COURSE		CLOCK HOURS
		STARTED	ENDED	

List of persons completing course satisfactorily. List separately the names of those individuals who are receiving college credit for this course.

SOCIAL SECURITY NO.	NAME	ADDRESS (STREET, CITY, STATE, ZIP CODE)	PRESENT CERTIFICATE	CREDIT

SIGNATURE OF IN-SERVICE COUNCIL COORDINATOR DATE

INSTRUCTOR'S SIGNATURE DATE

COMMONWEALTH OF PENNSYLVANIA - DEPARTMENT OF EDUCATION

IN-SERVICE COUNCIL MEMBERSHIP

PDE-1583 (4/78)

INSTRUCTIONS: Submit this information (see reverse side) each January to the Department of Education, Bureau of Curriculum Services, In-Service Unit, Box 911, Harrisburg, Pa. 17126 **ATTENTION**: Mr. Thomas N. McCreary.

USE THIS FORM FOR SUBMITTING YOUR CURRENT LIST OF MEMBERS

NAME OF COUNCIL			INTERMEDIATE UNIT NO.
ADDRESS (STREET, CITY, STATE)		ZIP CODE	AREA CODE AND TELEPHONE NO.

COUNCIL ORGANIZATION

POSITIONS	NAME	ADDRESS	SPECIFIC POSITIONS

IN-SERVICE COUNCIL COORDINATOR		DATE
ADDRESS (STREET, CITY, STATE)	ZIP CODE	AREA CODE AND TELEPHONE NUMBER